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MS-287
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6 October 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Transfer of the Field Coordination Staff from
OCI T/O to the Office of the DD/I

1. The Field Coordination Staff of the DD/I was originally established on a temporary basis under the OCI T/O for general administrative purposes until such time as space was available to house the unit. In line with plans to consolidate the DD/I staff in South Building, it is requested that the three members constituting the Field Coordination Staff be transferred from OCI to the DD/I's office together with three ceiling slots. The functions of the Field Coordination Staff are as indicated in the attached DD/I Notice No. 1-130-2, "Establishment of the Field Coordination Staff," dated 19 November 1953. Positions No. H 392, No. H 407, and No. H 67 should be abolished from the OCI T/O and three new positions at grades GS-15, 14 and 7 be established on the DD/I T/O. [redacted] of the Classification and Wage Division is currently working with this Office in the development of job descriptions covering these positions.

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2. The transfer of the Field Coordination Staff has been reflected in the Operating Budget for Fiscal Year 1955 and the Budget Estimates for 1956 of the Office of the DD/I.

[redacted]
Assistant to the DD/I (Admin.)

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Encl.

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